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20<sup>th</sup> March 2020

Dear Parents/Guardians

The purpose of this communication is to provide information about the way that learning will continue whilst the school building is closed to students other than key worker children. This is an exceptional time for the whole country. Our team here at Quinton House School is committed to ensure that learning continues for all our children.

Our protocol ensures the continuity of teaching outside the classroom and is based on a phased approach to implementing 'remote' learning and 'online' learning.

1. Remote learning is the period when we provide educational learning tasks, activities and assignments to be undertaken in the more usual way, as they would be at school. The purpose of this period of remote learning is to allow our pupils to get used to this new routine of working from home. We will run the period of predominantly remote learning until Wednesday 25<sup>th</sup> March though this will also include the phased introduction of online learning.
2. Online learning is the period when we will use online platforms to provide teaching and learning using a range of virtual resources. Online learning will begin on Monday 23<sup>rd</sup> March though will be phased in gradually to allow both staff and students to become familiar with the systems in place. This will begin in a more consistent manner as of Wednesday 25<sup>th</sup> March in conjunction with elements of remote learning.

We will be using a small number of platforms and systems to support our virtual learning programme. Our main platform will be the Firefly VLE. Alongside this, our teachers will be drawing upon other educational platforms that will help us deliver learning in a stimulating and engaging way for our children. These will include Microsoft Teams for web-based lessons, ClickView, MyMaths, Educake, GCSEPods and Century Tech amongst the office 365 suite of applications.

### **Key contacts**

Please be reassured that our usual routes for communication will continue during the period of closure. For general day-to-day queries about your child's education, please contact your child's form tutor or subject teacher in the first instance.

For other queries you may have, I include below a reminder of our key contacts in the school.

**Principal:** Mrs J Storey: [jo.storey@cognita.com](mailto:jo.storey@cognita.com)

**Vice Principal Pastoral:** Mr T Muskin: [tom.muskin@cognita.com](mailto:tom.muskin@cognita.com)

**Head of Senior Division:** Mrs J Drew: [joanne.drew@cognita.com](mailto:joanne.drew@cognita.com)

**Head of Preparatory Division:** Mrs J Saghri: [Julia.saghri@cognita.com](mailto:Julia.saghri@cognita.com)

**Head of Year 7:** Mr A Sirett: [adam.sirett@cognita.com](mailto:adam.sirett@cognita.com)

**Head of Year 8:** Mr A Brough: [alex.brough@cognita.com](mailto:alex.brough@cognita.com)

**Head of Years 9 & 10:** Mr W Clarke: [wayne.clarke@cognita.com](mailto:wayne.clarke@cognita.com)

**Head of Year 11:** Mr D Masnica: [dominik.masnica@cognita.com](mailto:dominik.masnica@cognita.com)

Please be aware that the @quintonhouseschool.co.uk email address for all the staff above will also link directly to the same account.

A full list of staff emails can be found under the parent section of the VLE. Please be aware that there will be a dedicated time during the day in which staff will respond to emails during the shutdown. As part of consideration for the wellbeing of staff in this difficult time this period will run from 9am to 4pm, this is as staff will also be at home with families and may be self – isolating, allowing them the appropriate down time.

If you have a concern about work this should go through your child's subject teacher initially, if you have a greater concern please do contact a member of the senior leadership team on the details above.

### **Our priorities**

All our efforts are concentrated on addressing two priorities: on the one hand, the wellbeing of our children, and on the other hand, the continuity of their education. Although our school building is closed, our learning continues, and we would welcome your support in reinforcing this vital message to your children.

### **Wellbeing**

We want to ensure that first and foremost, we have arrangements in place to ensure that we support the wellbeing of our children. For this reason, we will be arranging for meetings as tutor groups once per day. This will be done through Microsoft Teams by the tutors at an arranged time. In the initial days this may be at any given point in the day though you will receive a notification. As staff and students become more familiar with the platform this will be arranged into a regular time slot with tutor groups.

Heads of year in the Senior Division will also be checking students work and contacting tutor groups to ensure they are both well and completing work without issue. Lower in the Preparatory Division this will also be done through the form tutor.

Aside from this, staff will make individual or group arrangements for regular check-ins with pupils and/or parents for specific purposes. For each class this will be at least weekly where the student would have more than one lesson per week with the subject teacher. As always, should you have any concerns about wellbeing please do not hesitate to contact your child's tutor or head of year. Our Designated Safeguarding Leader is Mr T Muskin and can always be contacted on [tom.muskin@cognita.com](mailto:tom.muskin@cognita.com), we would also remind students of the use of TootToot if they have concerns or worries. Students can message their tutor or Mr Muskin through the VLE or MS Teams if they have forgotten the login.

### **Education**

In the period of online learning, your child will follow a more formal timetable. Teachers have been working on devising these timetables and curriculum plans. We have been learning from our colleagues

in Cognita schools in Asia who have been working in this way for over two months. Their insight tells us that the online learning experience will develop over time. We know that in the early days, it is important not to overwhelm children as this is a very different way of working. Specifically, we know that expecting a home-learning timetable to operate in an identical way to a school timetable is neither feasible nor in the best interests of the children, or our educators, as we want to avoid overly long periods of screen time. Teachers will consider this in their planning and, for example, post videos with follow-up learning tasks rather than requiring elongated periods online. One of the benefits of being part of a global family of schools is that we can share and learn from so many people. We have channels in place for our teachers to share practice with thousands of other Cognita teachers for as long as the school closure continues (and beyond).

This is new territory for all of us and we want to work in partnership with you so that learning for our children is productive and enjoyable. It is important to highlight that, with regular supervision and feedback, the majority of our older pupils will be able to follow the personalised virtual learning in a mainly autonomous way. For our younger pupils, we do ask for your initial support as this will help lay the groundwork for a successful experience over the period of closure.

For those key worker children coming to school, we will continue to provide the appropriate education with respect to their key stage.

### **What to expect...**

As noted, we are in the early days of this way of working but are confident we can create an exceptional learning experience. We have included below the details that you can expect for students of specific ages.

**Timetable:** It is expected that students check the VLE and MS Teams by 9am each day, this will allow them to plan their day accordingly. Any online web sessions for classes will have been arranged by staff and a notification will appear in Teams. We appreciate that work outside of these scheduled sessions will then be completed in line with your arrangements at home. We do ask that students mark tasks as done on the VLE in order to ensure they see the most recent tasks at the top and staff can monitor when tasks are completed.

Staff will arrange web-based sessions as closely as they can to the theoretical timetabled session that would have taken place were the children in school. The expectation is that these sessions will last around 20 to 30 minutes and then students will use the additional resources to aid them in completing a task from this. Please be aware that Year 11 must be our priority until it is made clearer exactly how their results will be determined. As such staff will concentrate most of the web-based sessions on these students initially. As confidence is gained with the platform the frequency of sessions lower down the school will increase quickly.

### **Platforms:**

Preparatory	Senior
Expected: Firefly VLE and MS Teams	Expected: Firefly VLE and MS Teams
Additional: MyMaths, ClickView, Century Tech, MS Sway, MS Forms.	Additional: MyMaths, Educake, Century Tech, ClickView, GCSEPods, MS Sway, MS Forms.

Please be advised that staff will receive additional continued professional development training on these platforms during the shutdown in order to both maximise the potential of current use but also further integrate other platforms to enhance online learning.

### **Feedback and Assessment:**

A great deal of work has gone into developing the Firefly platform for students during the shutdown. Staff are now able to provide feedback for specific tasks which will also be able to be seen in the parent portal. Again, your patience in the early days of the shutdown is appreciated with this as staff continue to work with the new systems. The latest feedback will appear on the students dashboard along with tasks and their expected timetable.

As we continue to use the platform this will be used more frequently in conjunction with applications such as MS Forms to ensure that consistent and regular assessment still takes place. If you require further assistance with the submission of work through the VLE please read the parent user guide. This will be updated as often as possible and uploaded to the school website to take into account issues both staff and students have especially in the early days of the shutdown.

### **Form time:**

Tutors will check in with students for a short period each day to ensure they have no issues; this may be through either the 'posts' feature in MS Teams which allows staff to leave messages for students or via a web-based video

link. Again, as both students and staff become more familiar with the platform, we are intending for the frequency of live web-based learning to increase. We would remind students that issues with work should be directed at their class teacher, technical issues should be directed to Mr Brough.

### **Further information**

For further tips for parents about how to manage this new context, please see:

<https://www.cognita.com/cognita-be-well/be-well-resources-for-families/>.

I am also enclosing a Parent Guide which I hope you will find useful.

Finally, please don't hesitate to let me know if you have any questions or concerns. By working together to support our children, we can ensure their academic progress continues during these unprecedented times. This has and is an incredibly challenging time for the world. Together we can beat this if we all adhere to the advice given.

I really do appreciate your ongoing support.

With warmest wishes

A handwritten signature in black ink, appearing to read 'Jo Storey', written in a cursive style.

Mrs Jo Storey  
Principal